



City of Freeport
REGULAR COUNCIL MEETING
6:30 p.m./Council Chambers/Freeport City Hall
June 28, 2018 Minutes

I. Meeting Opened

The June 28, 2018 Regular Council Meeting was called to order at 6:30 p.m. by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council Members present: Mayor Russ Barley, Councilwoman Elizabeth Brannon, Councilwoman Kasey Cuchens, Councilman Eddie Farris, Councilwoman Amanda Green, and Councilman William “Boots” McCormick

Staff present: City Attorney Clay Adkinson, Finance Officer Sara Bowers, Water Department Supervisor Larry Tuggle, Parks Director Charles Simmons, Planning Director Latilda Hughes-Neel, Planning Technician Elizabeth McCombs, City Engineer Cliff Knauer, and City Engineer William Menadier.

II. Invocation and Pledge of Allegiance

The invocation was given by Councilwoman Cuchens, followed by the Pledge of Allegiance to the American Flag.

III. Recognition of Guests

Mayor Barley introduced the Board of Directors for Grit & Grace. Mr. Brandon Elkins informed the Council that the 2018 Grit & Grace Production is called, **Walton County in Sickness & In Health**. Mr. Elkins extended an invitation to the Council to attend the event on Friday, June 20th at 7:00 pm & Sunday, June 22nd at 2:00 pm. Two tickets were presented to each Council Member. Tickets are \$15.00 for adults and \$10.00 for students.

IV. Public Comment on Consent Agenda: None

V. Approval of Consent Agenda

1. Bills Paid
2. Revenue & Expenditures as of May 31, 2018
3. June 12, 2018 Regular Council Meeting Minutes
4. June 12, 2018 Workshop – Workforce Housing
5. June 12, 2018 Special Council Meeting – Marketing

Council Action: Councilman Farris made a motion to approve the Consent Agenda as presented. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

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VI. Consideration of Additions/Deletions to Agenda

Additions

- Engineering – City Welcome Signs
- Water – Maintenance of Right-of-Ways
- Finance – Audit Presentation
- Councilwoman Cuchens – BP Marketing Money
- Councilwoman Cuchens – Meter Replacement Project
- Councilwoman Cuchens – Reuse System
- Sewer – Joyce Creek Landing

Deletions: None

VII. Approval of Agenda with Additions/Deletions

Council Action: Councilwoman Brannon made a motion to approve the Agenda with specified Additions and Deletions as presented. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

VIII. Audit Presentation

1. Joanne Rocque with Carr Riggs & Ingram presented the final 2017 Audit to the Council. The Audit will be filed with the Auditor General on June 30th.

IX. Staff Reports

A. City Clerk Matters

1. EFI Marketing Grant 331 Branding Logo Approval
 - The Mayor informed the Council that the 331 Branding Logo, that was presented at the 6:00 p.m. Workshop, needs to be approved by Council.

Council Action: Councilwoman Brannon made a motion to approve the 331 Branding Logo. Councilman McCormick seconded the motion. Council discussion ensued.

- Councilwoman Cuchens preferred to have the Anchor Here Grow Here tag line under the anchor emblem rather than out to the side. Ms. Dedicke with Frances Roy Marketing informed the Council that this would not be a problem to change.
- The Color scheme of the logo was discussed. Ms. Dedicke informed the Council this is something that can be changed. The firm would need to be advised of the color desired.

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Councilwoman Brannon amended her motion to approve the logo as well as moving the tag line to be stacked underneath the anchor as the primary logo, and the tag line out to the side of the anchor as the alternate. Councilman McCormick amended his second to the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

- Council discussion continued regarding the colors of the logo, the Welcome Signs, and BP Proceeds for loss of revenues that was set aside by the City for Marketing.
- Ms. Dedicke advised the Council that the colors of the logo can be changed in the future. Her recommendation is for the Council to approve the 331-marketing logo and branding to meet the grant deadline.

Council Action: Councilwoman Cuchens made a motion to accept the orange color on the Freeport Florida lettering and the blue for the remainder of the logo. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

Council Action: Councilman Farris approved the overall Logo package as presented for the 331 Branding to be submitted in accordance with the EFI Grant agreement. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

Council Action: Councilwoman Cuchens made a motion to direct Legal to draw up the necessary paperwork to trademark the 331 Branding Logo and tag line. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

B. Finance Department

1. Timeline for Property Taxes, i.e. Budget Process

- Finance Officer Sara Bowers presented the time table of the budget process to the Council.
- The tentative Millage Rate will be set at the second meeting in July.
- The first budget Workshop should be set in August.

Council Action: Councilwoman Cuchens made a motion to approve a Budget Workshop for Thursday, August 2, 2018 at 5:30 p.m. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

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C. Planning & Zoning Dept.

1. 2nd Reading/Adoption – Citizen Board Quorum Ordinance

Council Action: Councilwoman Brannon made a motion to approve Ordinance No. 2018-03, amending the Freeport Land Development Code; to provide for revisions to Article 2, Section 2.03.03 (A)(2)(d); providing for authority and purpose, conflict severability, and an effective date. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

2. Approval – Workforce Housing Plan

- City Planner Latilda Hughes-Neel presented the Workforce Housing Plan. Once this plan is approved, Staff will revise the Comprehensive Plan to incorporate the Workforce Housing Plan.

3. Staff Development of the Comp Plan/LDC Amendment – Workforce Housing

- Planner Hughes-Neel addressed the Council regarding the Staff development of the Comprehensive Plan/LDC after approval of the Workforce Housing Plan.

Council Action: Councilman Farris made a motion to approve the Workforce Housing Plan prepared by the West Florida Regional Planning Council. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

4. Estimate for Fence/Landscaping for Employee Parking Area behind City Hall

- Planner Hughes-Neel thanked staff for the work they did on the sidewalk behind city hall. Landscaping and decorative fencing for the area is estimated to be \$1200.00. The Planning budget has \$1762.00 for landscaping and protective tree mitigation that may be used for this project.

Council Action: Councilman Farris made a motion to approve landscaping and fencing, for the area behind City Hall in the amount of \$1,200.00, to be paid from the Planning Protective Tree Mitigation budget line item. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

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5. Request to attend Grant Writing USA Class in Tallahassee August 7-8

Council Action: Councilwoman Cuchens made a motion to approve travel and registration fees for City Planner Latilda Hughes-Neel to attend the Grant Writing USA training, being held August 7th through August 8th, 2018 in Tallahassee Florida. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

D. Parks: None

E. Legal Matters

1. One Walton Initiative

- City Attorney Adkinson explained this was put on the agenda for the Council to discuss the One Walton Initiative.
- A written opinion from the Triumph Board Attorney has been requested to confirm if the City can apply for Triumph Funding independently. This will be presented to Council when received. However, Triumph staff has indicated that any independent government may apply.
- Attorney Adkinson's opinion is that the One Walton Interlocal Agreement, signed by the City, was entered for the purpose of the County to submit the Triumph Application for 331 Corridor water and sewer project, for the City of Freeport, the City of DeFuniak, and Walton County.
- Attorney Adkinson expressed that any discussion of forming a Utility Authority at the present time is premature. The basis for this is that if Triumph money is approved, there will need to be an organization that will handle that. Whether collectively or not, the structure of that organization will look very different than if Triumph money was not approved, and the project were to be pursued in other formats. How that structure and public finance, including bonding is handled, would be large questions. Attorney Adkinson will be happy to ask the City's Bond Council, which the City has always worked with for the past forty (40) years, to come and speak to the Council about their options. These options would be regarding how the City can move forward in the process of borrowing funds, verses going forward with the City's role in a government Utility Authority.

Council discussion ensued. City Attorney Adkinson assured the Council that a lot more than the One Walton Interlocal Agreement Document would need to go into developing a Government Utility Authority. To say that the City has entered into an agreement to do that would be premature.

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2. Approve Meeting Procedures
 - The Meeting procedures presented are to ensure public participation in meetings. The procedures comply with Statute 286.0113.

Council Action: Councilman Farris made a motion to approve the City Meeting Procedures and to allow the Mayor to execute the procedures as a Resolution. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

F. Engineering

1. City Engineer Alex Rouchaleau presented the H&T Contractors Change Order.
 - Brandon Oaks at Lot 35 Water Alternate #1 must be completed. There is currently inadequate fire protection in Brandon Oaks and this work would eliminate that issue. It would be more cost effective to do this project while H&T is already mobilized on the property.
 - Brandon Oaks Sewer Force Main must be completed.

Council Action: Councilwoman Cuchens made a motion to use Impact Fees to proceed with the H&T Contractors, Brandon Oaks additional project entitled, Brandon Oaks Sewer Force Main in the amount of \$30,340.00. Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

Council Action: Councilwoman Brannon made a motion to use Impact fees to proceed with the H&T Contractors, Brandon Oaks additional project entitled, Brandon Oaks at Lot 35 Water Alternate #1 in the amount of \$64,361.11. Councilman Farris seconded the motion. Four ayes, (Brannon, Cuchens, Farris, Green); one nay, (McCormick); motion carried.

2. Kylee Laird Road Fire Hydrant Project Cost Estimate
 - Cost estimate was not provided, and the project will be budgeted for next year.
3. Lift Station Emergency Project Cost Estimate
 - This is a priority project rather than an emergency project and will be budgeted in next year's budget cycle.
3. Welcome Signs
 - City Engineer Rouchaleau presented the updated proposal/contract from Boardwalk Designs for the Welcome Signs.

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Council Action: Councilman Farris made a motion to approve the signs as presented. Councilman McCormick seconded the motion. Council discussion ensued.

Council concurred that the proposed signs should be approved after the 331 Marketing project is complete so that the branding will be cohesive throughout the City.

Councilman Farris withdrew his motion. Councilman McCormick withdrew his second.

4. Brandon Thomas presented the following topics regarding the FDOT Beautification Grant:
- Grant Overview
 - Application Process
 - Scoring System
 - Important Dates
 - Landscape Conceptual Plan
 - Option 1 (Freeport City Hall)
 - Option 2 (Freeport Triangle)
 - Option 3 (Harry A. Laird Park)

Council Action: Councilwoman Cuchens made a motion to approve application for the FDOT Beautification Grant for City Hall, the parcel next to City Hall, and Harry A. Laird Park. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

G. Water Dept.

1. Maintenance of Right-of-Ways

- Water Supervisor Larry Tuggle advised the Council that there was a misunderstanding at the last meeting, in which Council approved to hire employees to do the right-of-way maintenance. It is Staff's recommendation to contract this work.

Council Action: Councilman Farris made a motion to approve staff to request quotes for the maintenance of the City rights-of-way. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

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H. Sewer Dept.

1. Extending Sewer Lines on Joyce Creek Landing

- Mayor Barley advised the Council that letters were mailed to residents in the area. Three (3) responses were received which all responded no, they are not interested. Ms. Wilson did not return her letter but did submit a pre-application. Staff will need Council approval to run the line to Ms. Wilson. The cost is approximately \$3,500.00 for survey, design and permitting. City Engineer Knauer advised there is 750 feet of two-inch force main that will need to be installed. In terms of dollars it would be roughly \$4,000.00 to \$5,000.00. To do the work in-house would be around \$1,300.00. Engineering will provide a letter verifying that impact fees are eligible to be used for this project.

Council Action: Councilman Farris made a motion to approve the project to install sewer lines on Joyce Lane to Ms. Wilson's house and the work is to be done in-house. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

X. **Old Business**

1. Waste Management Discussion

- City Attorney Adkinson updated the Council that an RFP will be brought back for approval for a franchise agreement in July.
- Adkinson reviewed the current services being provided and the history of the franchise agreement with Waste Management.

XI. **New Business**

A. Mayor Russ Barley

1. Mayor Barley announced that City Hall will be closed July 4th for the Holiday.
2. Mayor Barley advised the Council that he and the City Planner have spoke to Frank's Cash N' Carry regarding the problem on South Jackson St. They have assured the City that the project will be completed sometime towards the end of August and the entrance will then be from Highway 20 and the exit will be off S. Jackson St.

B. Councilwoman Brannon: None

C. Councilwoman Cuchens

1. Marketing RFQ Advertising

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Council Action: Councilwoman Cuchens made a motion to approve advertisement for a Marketing RFQ for the City of Freeport. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

2. Meter Replacement Program

- Councilwoman Cuchens asked Staff if the City will be budgeting for a water meter replacement project in 2018/2019 budget year. Water Supervisor Larry Tuggle advised that approximately 800 meters will be budgeted for 2018/2019 budget year.

3. Sewer Reuse System

- Councilwoman Cuchens requested an update on the reuse system. Sewer Supervisor Robert Fawcett advised that the Sewer Department was on track with the Reuse System until two weeks ago when the Plant took a direct lightning hit, which caused approximately \$20,000.00 in damage. Repairs are currently underway.

D. Councilman Farris: None

E. Councilwoman Green: None

F. Councilman McCormick: None

XII. Public Comment

- Mr. Chuck Wilder addressed the Council regarding the Waste Management Franchise Agreement. Mr. Wilder requested that the Council not overlook viable options for City waste pick-up.

XIII. Adjournment

Mayor Barley adjourned the meeting at 8:46 p.m.

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FREEPORT CITY COUNCIL

Mayor

ATTEST

City Clerk

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